



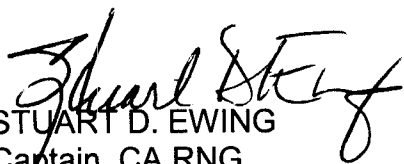
**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 07-22

13 July 2007

**REQUEST FOR DONATED LEAVE
Dawn L. Mikulski**

1. Dawn L. Mikulski, a technician at 163rd RW, is in need of donated leave due to pregnancy related complications.
2. If you would like to donate your **annual leave**, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at www.opm.gov/forms/html/opm.asp), and forward it to OTAG, ATTN: CAJS-J1-HR-CS (Margie Rodriguez – Box #37).
3. The following instructions apply to leave donors:
 - a. Only **annual leave** may be donated.
 - b. You may not donate leave to your immediate supervisor.
 - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (example: An employee who earns 208 hours of leave during the year may donate a **maximum** of 104 hours).
4. If you need additional information, contact Margie Rodriguez at CAGNET 6-3493, DSN 466-3439 or (916) 854-3493.


STUART D. EWING
Captain, CA RNG
Deputy Human Resources Officer

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